State of North Carolina
Office of Information Technology Services

Michael F. Easley, Governor   George Bakolia, State Chief Information Officer

MEMORANDUM

To: All CIO's
           All Agency PMO Officers
           All Agency Procurement Officers

From: George Bakolia

Subject: Project Procurement Plan Guideline

Date: May 8, 2006

I would like to draw your attention to a document that has recently been posted to the EPMO and Statewide Procurement web sites.
(http://www.epmo.scio.nc.gov/documents/docs_misc/Project%20Procurement%20Plan.doc or at http://www.its.state.nc.us/ITProcurement/).

The Guidelines to Establishing a Project Procurement Plan encourages project managers to utilize best practices (both of project management and of procurement) to obtain the optimal performance from any vendor who provides services to the State of North Carolina.

You, and your project teams, should understand, and follow, the processes outlined in this document. The important aspect of this Guideline is that it provides grounding for projects to plan, build, and deliver consistent procurement practices within the IT functions serving the State Agencies in North Carolina. In addition, The Guideline will provide project teams assistance in structuring the technical questions that vendors should answer in order to meet statewide architecture requirements.

A training program will be made available to those project mangers and procurement staff on application of this Guideline to their project(s).

cc: Sharon Hayes
     Patti Bowers